



SUPERIOR COURT, COUNTY OF MADERA

209 W. Yosemite Avenue, Madera, Ca. 93637

Human Resources: (559) 661-5197 Fax: (559) 661-6374

www.madera.courts.ca.gov

EMPLOYMENT APPLICATION

See page 4 for application guidelines

Position Applying For: _____
Date of Application: _____

☐ Full-time ☐ Part-time ☐ Extra Help
☐ Madera Court ☐ Sierra Court

PERSONAL INFORMATION

Name:		Social Security#: xxx-xx-	
Address:			
City:	State:	Zip:	
Home Phone#: ()	Cellular#: ()		
Work Phone#: ()	Email:		

1. Have you ever worked for Madera Superior Court or other Superior Court? ☐ Yes ☐ No

EDUCATION AND PROFESSIONAL TRAINING

2. Have you been awarded a High School Diploma , GED or equivalent? ☐ Yes ☐ No
Name and Address of school: _____

3. List **highest** level of college or professional preparation.

Name of College or University:			
Address:			
Major	Semester/Qtr Units	Degree Awarded	Date Conferred
Name of Professional Training Institute:			
Address:			
Licensure/Certificate Awarded:			

EMPLOYMENT SKILLS

4. List languages, other than English, that you are familiar with.
Language: _____ ☐ Fluent ☐ Some ☐ Speak ☐ Read ☐ Write
Language: _____ ☐ Fluent ☐ Some ☐ Speak ☐ Read ☐ Write

FOR HUMAN RESOURCE USE ONLY

Date Rcv'd:	<input type="checkbox"/> Qualified	<input type="checkbox"/> Disqualified	Experience <input type="checkbox"/>	Education <input type="checkbox"/>	Degree/Lic <input type="checkbox"/>	<input type="checkbox"/> other
Reviewer:						
Date Letter Mailed	Date of Eligibility List	Date list expires	Score	Rank		

EMPLOYMENT HISTORY & EXPERIENCE

5. ***This section must be fully completed in order to determine your qualifications for the position being applied for.*** If additional space is needed to complete the "job duties" section below, you may attach additional sheets of paper. List all relevant paid or voluntary experience in chronological order, most recent first.

Employer:	Supervisor:	
Address:	Phone#:	
Job Title:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time: _____ hrs/week <input type="checkbox"/> Temporary/Extra Help: _____ hrs/week	
Dates of Employment: From: _____ To: _____	Salary: \$ _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Monthly
Job Duties:		
Reason for Leaving:		

Employer:	Supervisor:	
Address:	Phone#:	
Job Title:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time: _____ hrs/week <input type="checkbox"/> Temporary/Extra Help: _____ hrs/week	
Dates of Employment: From: _____ To: _____	Salary: \$ _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Monthly
Job Duties:		
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Employer:	Supervisor:	
Address:	Phone#:	
Job Title:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time: _____ hrs/week <input type="checkbox"/> Temporary/Extra Help: _____ hrs/week	
Dates of Employment: From: _____ To: _____	Salary: \$ _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Monthly
Job Duties:		
Reason for Leaving:		

EMPLOYMENT SKILLS

6. What is your typing speed? (if applicable): _____ wpm
7. What type of computer system are you most familiar with? _____
8. List computer software in which you are proficient? _____
9. What office machines are you experienced operating? ☐ Printer/Scanner ☐ Fax ☐ Copier ☐ Ten Key ☐ Other _____

APPLICANT'S STATEMENT

10. As an adult (age 18), have you ever been convicted of an offense other than a minor traffic violation? A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury. ☐ Yes ☐ No
If yes, for each conviction, explain where, when and the disposition of the case.

Note: The conviction of a crime will not automatically disqualify an applicant from employment. The nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for will be considered.

11. Are you requesting veterans preference points for this recruitment? ☐ Yes ☐ No
If yes, a copy of form DD-214 must be attached to this application. Points are applied towards a passing score established on the examination.

12. Do you currently have any criminal offense pending against you for which you have been released on your own recognizance or through the posting of bail that has not been settled in a court of law? If Yes, please explain: ☐ Yes ☐ No

13. Can you, after employment, submit verification of your legal right to work in the United States? ☐ Yes ☐ No

14. Do you have a valid California Drivers License? ☐ Yes ☐ No
If Yes, please provide Class: ____ State: ____ Lic#: ____ Expires: ____

15. Have you been dismissed or asked to resign from any position? ☐ Yes ☐ No
(If yes, state reason) ____

16. Are you related to any employee of the superior court this includes marriage and adoption? ☐ Yes ☐ No
If Yes, list name and relationship: ____

17. **REFERENCES:** List three (3) professional references (excluding relatives) we may contact who would have knowledge of your job skills and experience.

NAME	ADDRESS	TITLE	PHONE#

NOTICE TO APPLICANT

The Madera Superior Court is an **Equal Employment Opportunity Employer** and does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, pay, age, disability, genetics or any other reason prohibited by federal and state law.

APPLICANT ACKNOWLEDGMENT

I certify the information provided on this application is true and correct to the best of my knowledge. I understand the answers and statements provided will determine if I meet the minimum qualifications. I understand that any omission or falsely answered statement made by me on this application or any supplement to it, will be sufficient grounds to deny me employment or for my discharge should I become employed with the Madera Superior Court. It is understood that if employed, I will undergo a background check as a condition of my employment. Furthermore, I hold harmless any individual or firm for any information that they may provide during my background check. I waive my right to access any such information and hereby release the Madera Superior Court and reference sources from any and all liability in connection with its release or use.

Signature of Applicant: _____

Date: _____

HUMAN RESOURCE DIVISION APPLICATION GUIDELINES

Dear Applicant,

Thank you for your interest in employment with the Madera Superior Court. The following guidelines are a critical component to the application process. These guidelines are intended to assist you while you prepare your application and become familiar with the requirements.

1. The employment application represents you and your knowledge, skills and abilities. It is important to fill out the application form carefully, neatly and completely. The official application will be used to determine if the applicant meets the minimum qualifications. It is important to complete the "Employment History & Experience" section of the application as the application must stand on its own. **A resume can not replace information on the application. An incomplete application will be rejected.**
2. Once the application has been submitted to the Human Resources Division, no modifications, additions, corrections or supplements will be accepted beyond the final filing date and time. Post dated applications and faxes will not be accepted.
3. All applications must be legible, therefore it is preferred that your application be typed or printed in ink.
4. A separate application is required for each position you wish to apply.
5. To receive veteran's points, form DD-214 must be submitted along with an application. Points will be applied towards a passing score of an examination.
6. Applications and attachments submitted to the Human Resources Division do become the property of the Court. These documents will not be returned to the applicant and photocopies will not be provided.
7. Human Resources will not review an application for completeness at the time of submission. The application review process is conducted after the final filing date and time. Therefore, it is the responsibility of the applicant to ensure a complete application is submitted. If you had a change of address or phone number since your application was submitted, please notify Human Resources at (559) 661-5197.
8. Submission of an application will not guarantee the applicant an interview.
9. Applicants selected for an interview will be contacted by phone. If an applicant declines an interview, the invitation is withdrawn at that time. The applicant may not participate should he/she decide otherwise at a later time. Applicant's not chosen for an interview will receive notification by mail.
10. Should you require a disability-related accommodation for an interview, please submit your request in writing or verbally no less than five (5) days prior to your interview or as soon as possible by calling Human Resources at (559) 661-5197.

We appreciate your interest with the Madera Superior Court. Should you have any questions, feel free to contact our Human Resources Division at (559) 661-5197. We welcome your inquiries.

Sincerely,

Anna Maldonado

Anna Maldonado
Director of Human Resources
Madera Superior Court



AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICANT FLOW INFORMATION

The Madera Superior Court is committed to supporting equal employment opportunity for all applicants. In order to comply with Federal regulations in the area of Equal Employment Opportunity, we are required to collect data available on applicants. For this reason, we request your cooperation in providing the following information.

Data collected will be used for statistical purposes and to measure the effectiveness of our recruitment efforts. Your response will be kept separate and confidential.

NAME: _____

(optional)

POSITION APPLIED FOR: _____

DATE: _____

1. Please check one.

<input type="checkbox"/> WHITE	Not Hispanic or Latino. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/> BLACK OR AFRICAN AMER.	Not Hispanic or Latino. A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> HISPANIC OR LATINO	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin regardless of race.
<input type="checkbox"/> NATIVE HAWAII OR OTHER PAC ISL	Not Hispanic or Latino. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> ASIAN	Not Hispanic or Latino. A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> AMER IND OR ALASKA NAT.	Not Hispanic or Latino. A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
<input type="checkbox"/> TWO OR MORE RACES	Not Hispanic or Latino. All persons who identify with more than one of the above five races.

2. Please check one.

<input type="checkbox"/> VETERAN	A person who served on active duty for a period of more than 180 days and discharged or released with other than a dishonorable discharge, OR was discharged or released from active duty for a service-connected disability.
<input type="checkbox"/> DISABLED VETERAN	A person who is entitled to disability compensation under laws administered by the Veterans Administration for disability OR a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
<input type="checkbox"/> DISABLED INDIVIDUAL	A person who has a physical or mental impairment which substantially limits one or more of such persons major life activities, has a record of such impairment, or is regarded as having such an impairment.

3. GENDER: ☐ Male ☐ Female

4. AGE: ☐ Under 40 ☐ 40 and over

5. RECRUITMENT: Please indicate how you became aware of this job opportunity.

- ☐ Visiting the Courts Human Resource Office
- ☐ Newspaper Classifieds (specify): _____
- ☐ Friend/Relative/Court employee
- ☐ Job Announcement

- ☐ Madera Superior Court Web Site
- ☐ Other Web Site (specify): _____
- ☐ State Employment Office (EDD)
- ☐ Other: _____